

This job aid provides information for agency accounting staff who will add lease and receivable lease amendments.

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#### **Overview**

Step	Action	Additional Information
1	Add amendment	Add amendment for lease or receivable lease.
2	Update other related information	Use the advanced edit mode to update other related information if needed for the amended lease or receivable lease terms.
3	Attach copy of amendment	Use the documents option to attach a copy of the amendment.

Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, add or delete lease options, etc.

- ✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. If needed, you can update the <u>other related information</u> when you add the amendment. For example, you might need to update information for payments or options.
- ✓ Accounting users can also add lease and receivable lease amendments when using the business process wizards for lease review or receivable review.



#### **Lease Amendment**

Use the search option to find the lease contract so that you can add the amendment.





2. Select: Search.



3. Select: Filter by.

**4. Select:** Facility lease contracts.

**5. Select:** Refine by.

6. Select: Lease number.

→ FPMT will display additional options depending on your search criteria.

7. Input: Search criteria.

8. Select: Search.

In this example, we use search tools to filter by facility lease contracts and refine by lease number.



Select: Menu.
Select: Add.



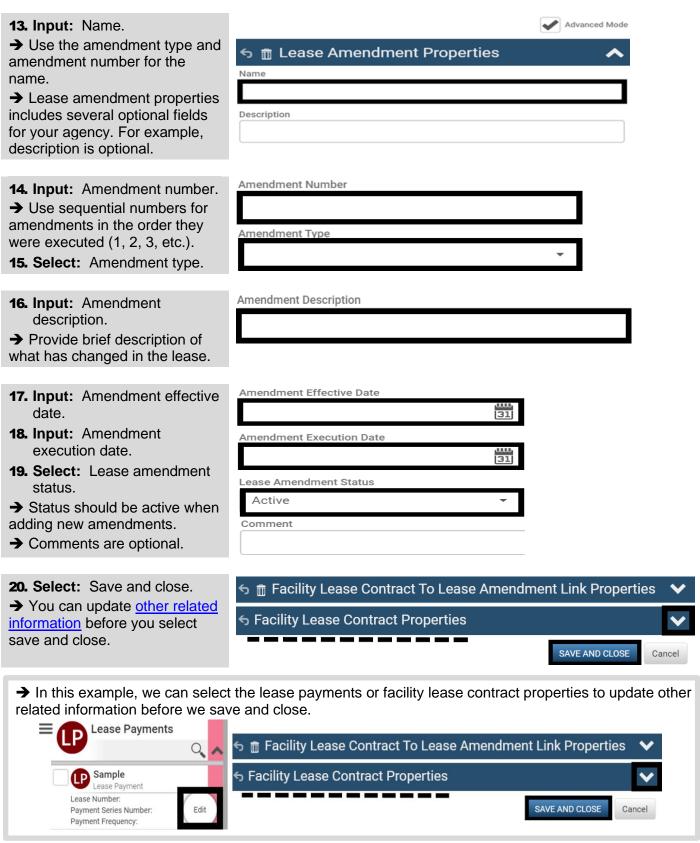
11. Select: Lease amendment.



**12. Select:** Create a new lease amendment.









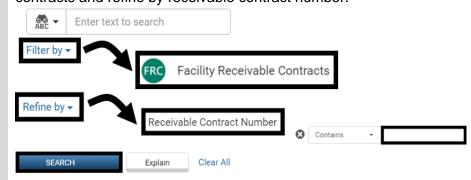
### **Receivable Lease Amendment**

Use the search option to find the receivable lease contract so that you can add the amendment.



- 3. Select: Filter by.
- **4. Select:** Facility receivable contracts.
- **5. Select:** Refine by.
- Select: Receivable contract number.
- → FPMT will display additional options depending on your search criteria.
- 7. Input: Search criteria.
- 8. Select: Search.

In this example, we use search tools to filter by facility receivable contracts and refine by receivable contract number.



9. Select: Menu.10. Select: Add.



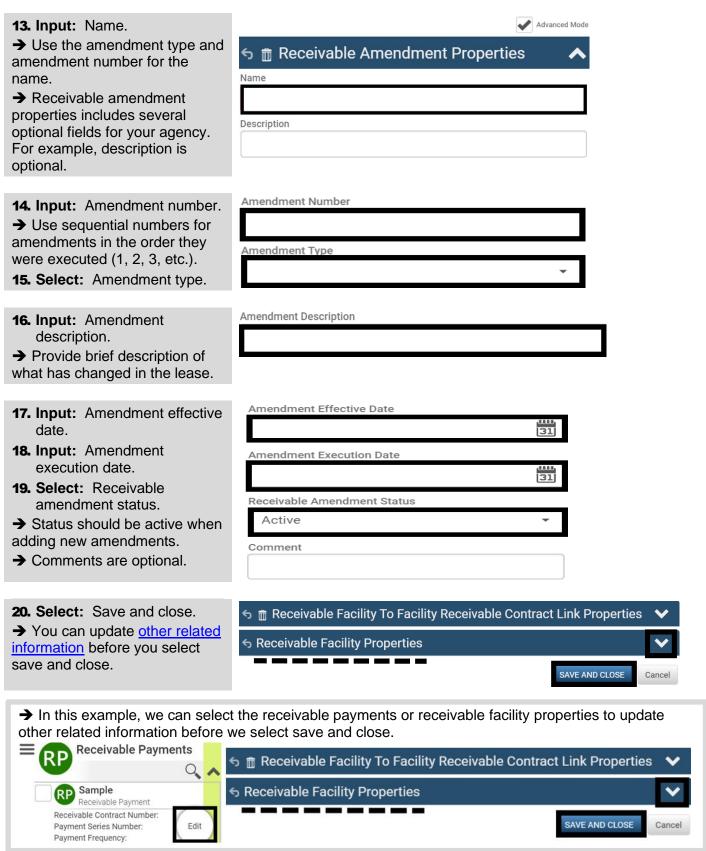
**11. Select:** Receivable amendment.



**12. Select:** Create a new receivable lease amendment.









# **Update Other Related Information**

Amendments provide a way to document specific changes for an existing contract.

✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. You can use the advanced edit mode to update other related information if needed for the amended lease or receivable lease terms.

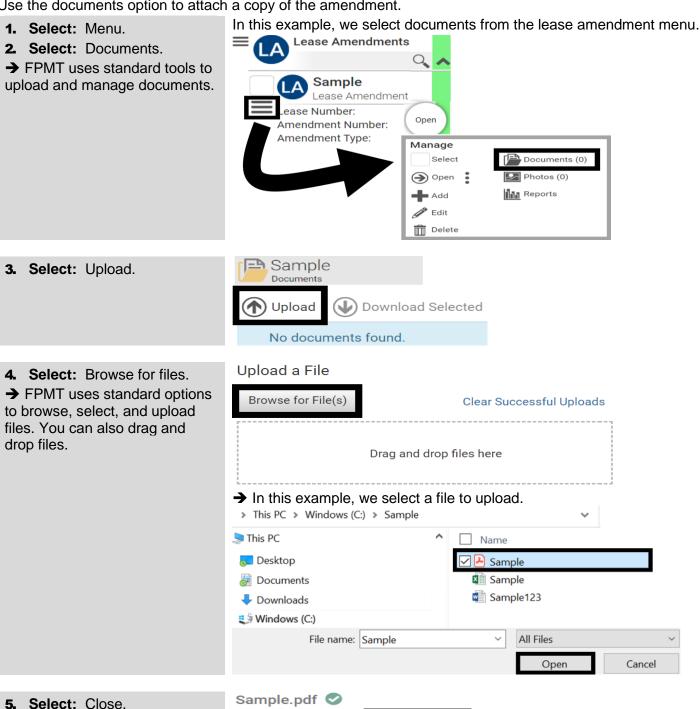


Amendment Type	Lease Tables	Data Field/Action
Lease Extension	Lease/Receivable Lease Contract	Lease End Date (update)
	Lease/Receivable Lease Payment	Payment End Date (update)
Square Feet & Rent Change	Lease/Receivable Lease Contract	Lease Square Feet (update)
	Space(s)	Square Feet (update)
	Lease/Receivable Lease Payment (existing)	Payment End Date (update)
	Lease/Receivable Lease Payment (new)	New Lease Payment (add)
Square Feet Change	Lease/Receivable Lease Contract	Lease Square Feet (update)
	Space(s)	Square Feet (update)
Rent Rate Change	Lease/Receivable Lease Payment (existing)	Payment End Date (update)
	Lease/Receivable Lease Payment (new)	New Lease Payment (add)
Add Option(s)	Lease/Receivable Lease Option (new)	New Lease Option (add)
Delete Option(s)	Lease/Receivable Lease Option (existing)	Lease Option Status (inactive)
Amend Legal Description	None	None
Revise Parking	Lease/Receivable Lease Contract	Parking Included in Lease (update)
		Parking Stall Count (update)
Ownership Change	Lease/Receivable Lease Contract	Lessor Name (update)
	If FPMT sends transactions to AFRS:	If FPMT sends transactions to AFRS:
	Lease Contract	Vendor Number and Suffix (update)
	Lease Payment (existing)	Payment End Date (update)
	Lease Payment (new)	New Lease Payment (add)
Revise Other Costs	Operating Costs	Applicable Annual Costs (update)
Other Change in Lease Term	Lease/Receivable Lease Contract	Lease End Date (update)
	Lease/Receivable Lease Payment	Payment End Date (update)
Asset Impairment	Lease/Receivable Lease Contract	Lease End Date (update)
	Lease/Receivable Lease Payment	Payment End Date (update)



## **Attach Copy of Amendment Document**

Use the documents option to attach a copy of the amendment.



**CLOSE**